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NASA Procedural Requirements

NPR 3451.1

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07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Awards and Recognition Program

Responsible Office: Office of Human Capital Management

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Chapter 1. Responsibility

1.1 Administrator

The Administrator is responsible for the following:

1.1.1. Providing leadership to the NASA awards program to gain maximum benefit for the Government through high levels of performance and productivity from individuals and groups of employees.

1.1.2. Appointing the Chair and members of the NASA Incentive Awards Board (IAB) (Appendix A).

1.1.3. Approving nominations for NASA honor awards and the external awards program.

1.1.4. Approving special NASA-wide awards and recognition programs (Appendix B).

1.1.5. Approving performance awards that exceed 10 percent but not more than 20 percent of a General Schedule (GS) and Federal Wage System (FWS) employee's annual rate of basic pay limited to \$10,000. (Appendix C).

1.1.6. Approving individual employee cash awards for superior accomplishment (Appendix D) as follows:

1.1.6.1. For SES members, any amount.

1.1.6.2. For GS and FWS employees, when the amount exceeds \$7,500 but not \$10,000.

1.1.7. Submitting the following to the Office of Personnel Management (OPM) for approval by the Director of OPM or by the President:

1.1.7.1. Individual employee superior accomplishment award recommendations over \$10,000.

1.1.7.2. Performance award recommendations over \$10,000 for GS or FWS employees.

1.1.7.3. Recommendations for Presidential Awards.

1.2 Assistant Administrator for Human Resources

The Assistant Administrator for Human Resources is responsible for the general policy direction, operations, and evaluation of the NASA awards program and for reviewing requests for new special NASA awards prior to submission to the Administrator.

1.3 Officials-in-Charge of Headquarters Offices

The appropriate Officials-in-Charge of Headquarters Offices are responsible for the general policy, direction, operations, and evaluation of the special awards programs listed in Appendix B.

1.4 Officials-in-Charge of Headquarters Offices and NASA Center Directors

Officials-in-Charge of Headquarters Offices and NASA Center Directors are responsible for the following:

1.4.1. Directing, supporting, implementing, and maintaining awards programs in accordance with this NPR, OPM regulations, and other NASA procedures and guidelines.

1.4.2. Approving and presenting Certificates of Appreciation.

1.4.3. Submitting Certificates of Appreciation for exceptional accomplishments deserving recognition by the Administrator. These are to be submitted to the IAB for the Administrator's signature.

1.5 NASA Incentive Awards Board

The NASA Incentive Awards Board (IAB) is responsible for providing advice and recommendations to the Administrator on broad policy issues and specific award cases in the following areas:

1.5.1. Agencywide honorary recognition.

1.5.2. Nominations for external awards programs.

1.5.3. Cash awards that exceed \$7,500 for superior accomplishments.

The IAB does not review those actions coming under the purview of the Inventions and Contributions Board (see 14 CFR 1240.1, Awards for Scientific and Technical Contributions).

1.6 Supervisors and Managers

Supervisors and managers are responsible for actively participating in and supporting NASA awards programs as follows:

1.6.1. Ensuring that all individuals or groups of employees, regardless of cultural diversity, gender, grade, or occupational area, are promptly considered for recognition when criteria for awards programs are met.

1.6.2. Ensuring that due consideration is given to superior accomplishments and performance awards in qualifying and selecting employees for promotion.

1.6.3. Encouraging subordinate employees to improve productivity, efficiency, economy, and effectiveness of Government operations.

1.6.4. Promptly evaluating, or referring for evaluation, any employee suggestion forwarded to them.

1.6.5. Granting time-off awards without further review or approval for periods not to exceed 1 workday may be authorized by first-line supervisors.

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